

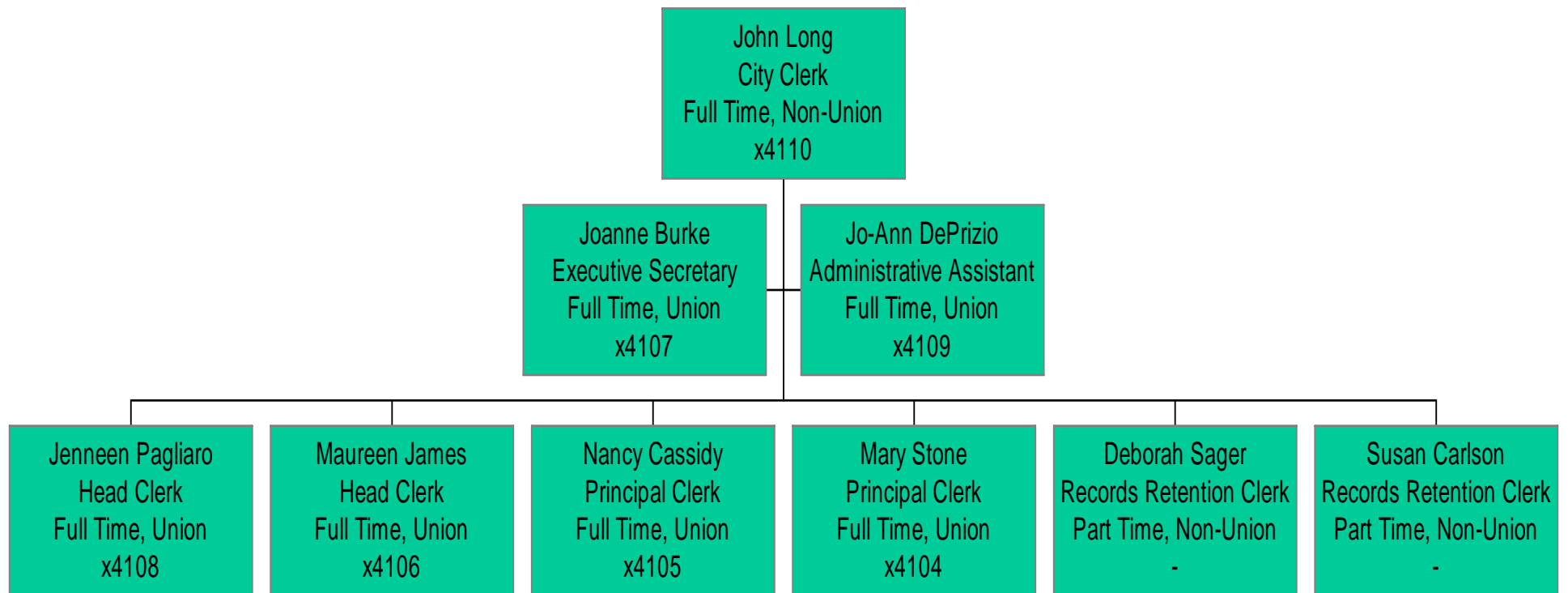
# FY08 SOMERVILLE BUDGET HEARINGS

## City Clerk's Office

John J. Long, City Clerk



## 2. Staffing: Organizational Chart



### 3. City Clerk – FY07 Accomplishments & Initiatives

- 1. Citywide Archive:** Most significantly, we maintained steady progress on the creation of a citywide municipal archive. First, we created a secure, catalogued storage area in the Annex basement. We also completed our municipal records retention schedule, and received permission from the State to use it when considering records eligible for destruction.




(Annex basement, after reorganization) →

← (Annex basement, before reorganization)



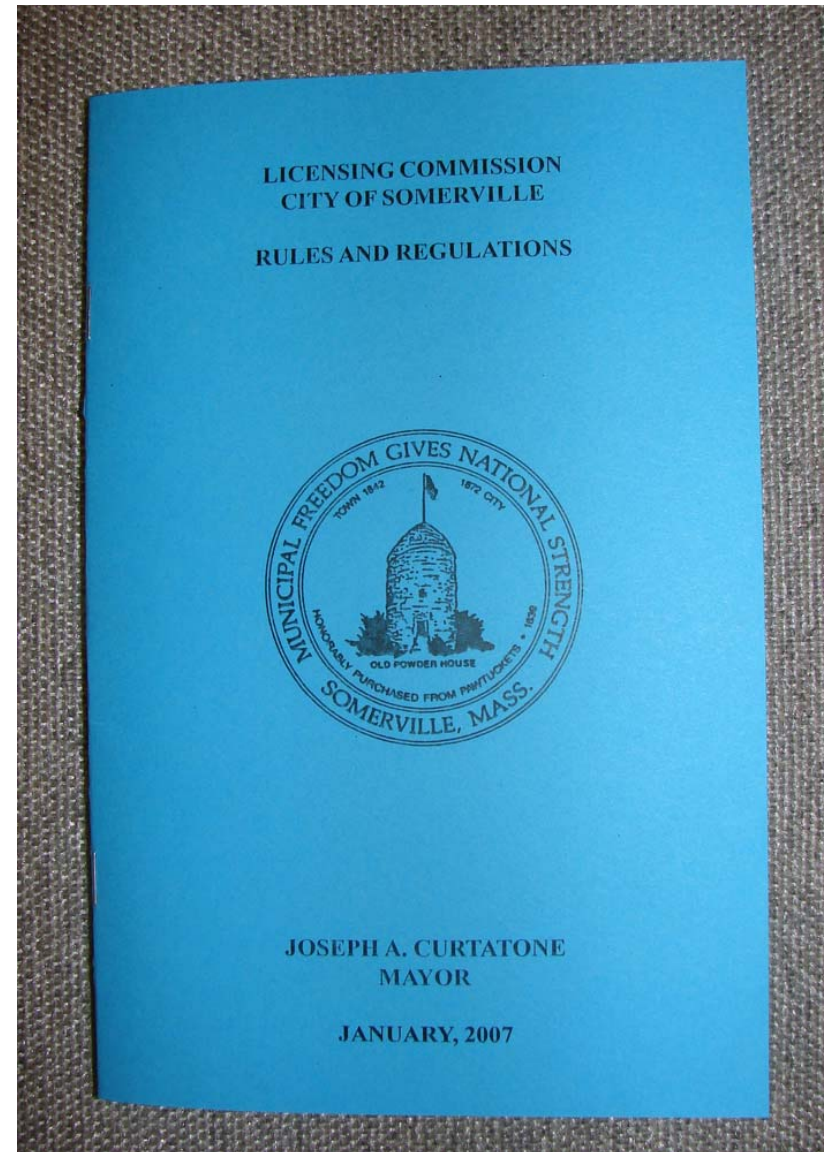
## 4. City Clerk – FY07 Accomplishments & Initiatives

**2. Legislative Tracking:** Also in FY07, we began the procurement process for the agenda management/legislative tracking software that will give residents, businesses, and government officials alike the ability to track the progress of license applications and legislative initiatives as they proceed through the review process.

Commission Meeting Agenda				
Commission Chamber				
3/20/2007				
2:00 PM				
<b>ATTENDANCE:</b>				
Present: Hons. Deke Copenhaver, Mayor; Holland, Smith, Grantham, Harper, Beard, Williams, Bowles and Brigham, members of Augusta Richmond County Commission.				
Absent: Hons. Cheek and Hatney, members of Augusta Richmond County Commission.				
<b>INVOCATION:</b> Reverend Robert D. Fain, Church of the Good Shepard.				
PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA.				
<b>PRESENTATION(S)</b>				
A. Skills-USA Organization of T.W. Josey High School to Mayor Deke Copenhaver.				 <a href="#">Attachments</a>
				<b>Item Action:</b> None
<b>Motions</b>				
Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Presentation made to Mayor Copenhaver by students from T. W. Josey High School.			

## 5. City Clerk – FY07 Accomplishments & Initiatives

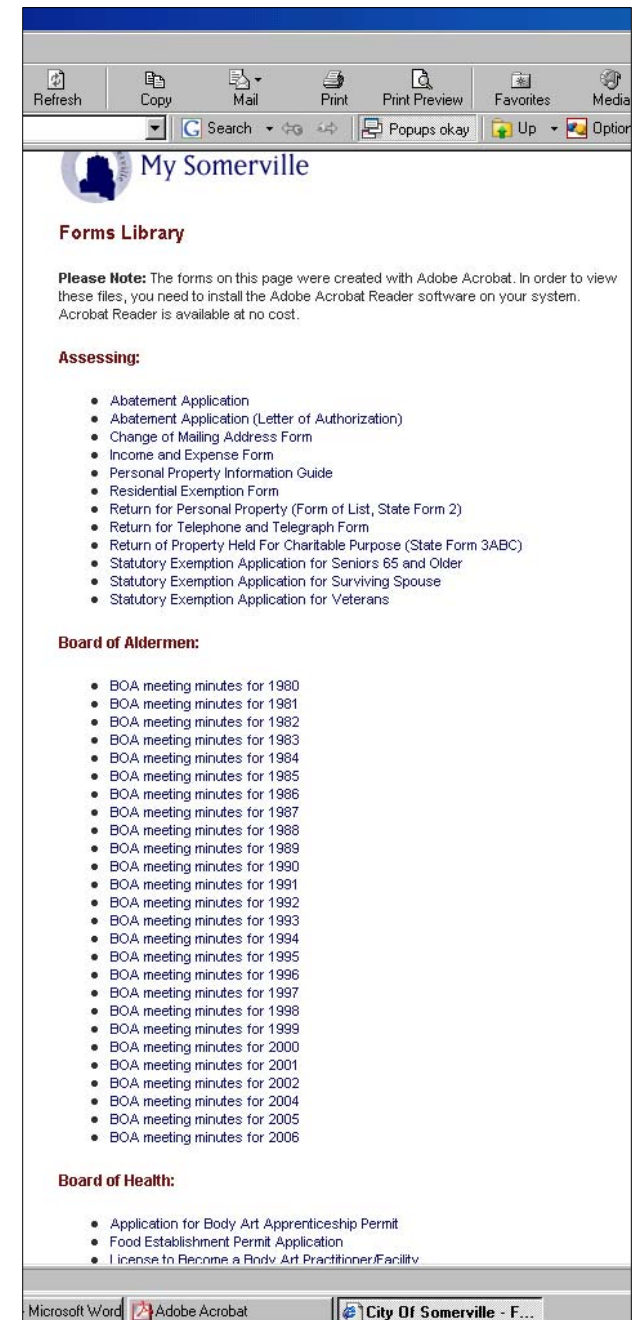
**3. Rules & Regulations:** The Licensing Commission published a significant update to its Rules and Regulations this year, the first in seven years. We also began the task of updating the Licensing Commission's forms and applications, and intend to post them on the city's website.





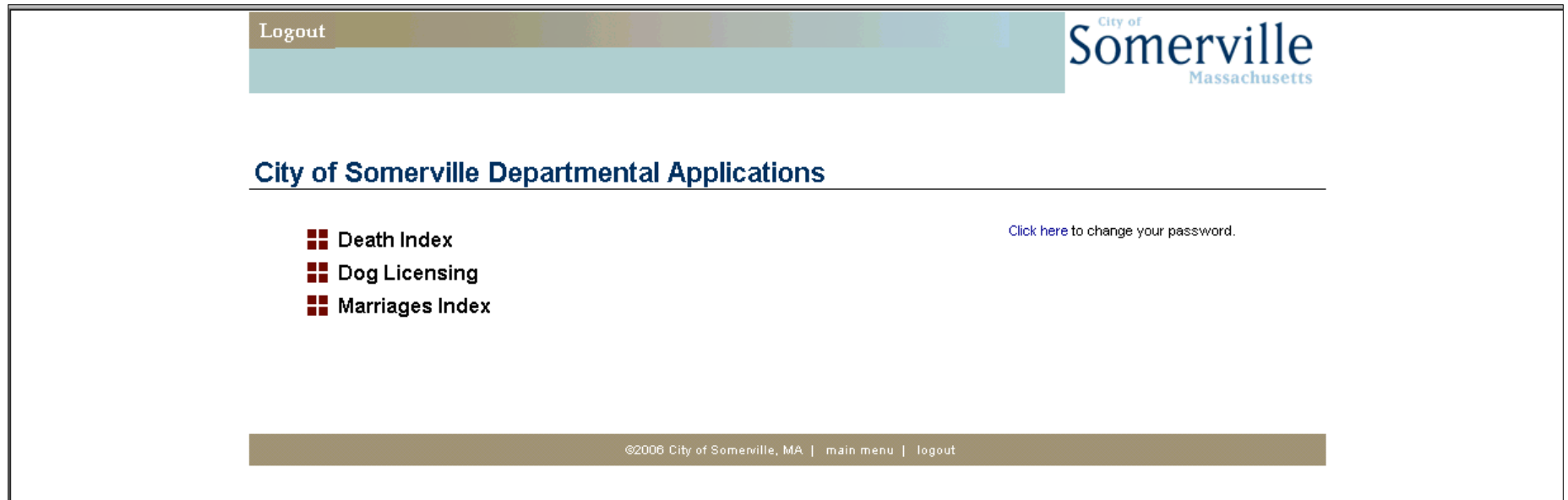
## 6. City Clerk – FY07 Accomplishments & Initiatives

**4. Microfilming Minutes:** We completed the off-site scanning and microfilming of 125 years of Board of Aldermen minutes. These minutes are an irreplaceable resource, documenting the history of the City's finances, properties, legislative initiatives, and business licenses. The records have now been successfully preserved for future generations, and simultaneously converted into an electronically searchable format. The City Clerk's Office is now working with the Communications Department to make these minutes available to the public on the city's website; so far, minutes have been placed online back to 1990.



## 7. City Clerk – FY07 Accomplishments & Initiatives

**5. Vital Record Database Conversions:** Finally, we've been hard at work converting to several new, user-friendly vital records databases. So far, we've successfully completed the installation of the new death records database, and we're in the process of converting our dog licensing records to a new dog licenses database. Ultimately, we will convert our marriage records; that project should be completed in early FY08.



## 8. City Clerk – FY08 Goals

*In FY08, the City Clerk's Office plans improvements for each of the three constituencies we serve.*

- 1. Upgrade Marriage License Database:** For residents, we plan to complete the upgrade of our marriage licensing software. Updating this database will mean that we can generate certified copies of marriages performed since May 2004, when the State changed the license format to accommodate same-sex marriages. This initiative is being undertaken in cooperation with the IT Department.
- 2. New Municipal Register:** Also for residents, we plan to publish a "Municipal Register," for the first time since 1998. This pocket-sized guidebook will pull together valuable information about municipal government, including street lists, polling places, and contact information for elected officials, departments, and boards and commissions.



## 9. City Clerk – FY08 Goals

- 3. Licensing Database:** For businesses, we plan to be part of the citywide initiative to create a business-licensing database for all business licenses. Once completed, the database will allow the Neighborhood Inspection Team and others to have near real-time information on licenses, noncriminal violations, and other data, all linked to property addresses. This will tremendously enhance the City's licensing compliance efforts. This project will be undertaken in cooperation with IT, SomerStat, ISD, Fire, Health, and other departments.
- 4. User-friendly Forms:** Also for businesses, we plan to complete the Licensing Commission's efforts to update forms and develop user-friendly instructions for all license applications, and place this information on the city's website.

## 10. City Clerk – FY08 Goals

5. **Archives Project:** For city government, we plan to continue the Somerville Historical Archives Restoration Project. This project is of critical importance to ensure that we gain physical and intellectual control over our records citywide. It will allow us to destroy those records that no longer serve any useful purpose, and better house those records that do. It will allow us to access stored records quickly and accurately, something never before possible in Somerville.
6. **Legislative Tracking:** Finally, we plan to implement agenda management/legislative tracking software for the Board of Aldermen's documents. This effort will make our city's legislative process transparent, creating an important new resource for city officials, businesses, and the public alike. It will also revolutionize the way documents flow throughout city government, leading us into the era of e-government.

## 11. ACE Service Project

**ACE Service Project: Accurate, Courteous, Easy Service from your City government.**

*“The mission of this project is to respond accurately and efficiently to constituent needs, while treating each customer with courtesy and respect, and constantly improving the ease of doing business with city government.” ~Mayor Joseph Curtatone, 2007 Midterm Address*

The City Clerk's Office strives to meet the ACE goals by:

- Creating and expanding the Municipal Archive (ongoing)
- Publishing updated Rules & Regulations (FY07)
- All City Clerk's staff have been to ACE Trainings (FY07)
- Upgrading the Marriage License Database (FY08)
- Implementing the Legislative Tracking software for residents and businesses (FY08)
- Publishing the new Municipal Register (FY08)
- Creating user-friendly forms for all license applications (FY08)